

St. Clair County Community Mental Health Authority
Alternate Drop-Off Plan

NOTE: "Alternate Drop-Off Plan" alternative drop-off site should be in close proximity to original drop-off site and not cause driving extra miles in bad weather.

FOR: _____
Individual _____

Address _____

City/State/Zip _____

Telephone _____ Cell Phone _____

In the event of an emergency situation where staff is not present at the home, the following steps are to be taken:

1. If the school or community program must transport individuals home prior to designated drop-off times, such as in a weather emergency, then the home must be contacted by phone. If the home is unable to be contacted, please call the name below for an alternate drop-off point:

Name _____

Telephone _____ Cell Phone _____

2. If, under extenuating circumstances, no one is present at the home designated drop-off time, the school or community program is to take the individual to the following location:

Name _____

Address _____

- ☐ Yes 3. The individual can be transported to his/her home and dropped off at the residence even though the parent/house parent is not present.

Parent/House Parent/Home Supervisor Signature

Date

Cc: Transporting Agency